

Job Opportunity

State Controller's Office

Position: Office Assistant (Typing) Statewide

Division of Collections

Location: 3301 C Street, Suite 712, Sacramento, CA 95816

(Submit application to address listed below, under "How To Apply".)

Issue Date: September 10, 2004 **Final Filing Date:** September 24, 2004

Contact/Telephone: Who May Apply: Individuals who are currently in

this classification, eligible for lateral transfer or promotion, or reachable on a certification list.

SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

Maria Martinez, (916) 327-9469

California Relay Service: 1-800-735-2929 Position Number(s): 051-550-1379-055

Ref 0910-CSU2.49

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With close supervision provided by the Supervising Program Technician I, the Office Assistant (Typing) is responsible for accessing the agencies information database to retrieve and/or key enter information. Also, this position will be responsible for maintaining files, and interacting with the general public. Specific duties include, but will not be limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Receive telephone inquiries from the general public concerning unclaimed property;
- Type information into a personal computer that is linked to the State Controller's Office Database system to retrieve information from the system and convey the findings to callers;
- Forward complaints and/or complex inquiries to the appropriate staff member;
- Prepare and mail claim forms; and
- Perform routine review of requests submitted to the State Controller's Office via electronic mail messages and respond in accordance to procedures established by management.

Applications will be screened and only the most qualified will be interviewed



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Human Resources Office 300 Capitol Mall, Suite 619 Sacramento, CA 95814

Attn: Sally Lim

Ref 0910-CSU2.49 (Candidate must indicate this Reference # on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the employment Application STD 678).